

CIVIL RIGHTS REVIEW ON-SITE DOCUMENTATION CHECKLIST

**Office of Public Instruction
Division of Career and Technical Education**

Please make available to the OCR Consultant the following documentation at the time of the on-site review. These documents will include **appropriately marked** school board policy manual, student handbook(s), teacher handbook, staff handbook, and other forms requested.

Section A: ADMINISTRATIVE

1. Please provide at least three samples of the district's continuing steps to notify students, parents, employees, and the general public that educational and hiring opportunities will be offered without regard to gender, race, color, national origin, or disability.
2. If this was not sent with the Self-Evaluation, please provide a copy of the public notification published at the beginning of each school year which advises students, parents, employees, and the general public that career and technical education opportunities will be offered without regard to gender, race, national origin, or disability, and that this notice contains the name, school address, and phone number of the person(s) designated to coordinate Section 504 and Title IX.
3. Please provide student/faculty/staff handbooks or other documentation of harassment policies and grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any discrimination based on sex or disability.

Section B: ACCESSIBILITY AND COMPARABLE FACILITIES

1. If a school district building accessibility self-evaluation has been done in your district, please provide a copy of this evaluation.
2. If not provided with the Self-Evaluation, please provide a map of the building indicating where additions, renovations, modifications have taken place and dates of these changes.

Section C: ADMISSIONS

1. Please provide documentation of a comprehensive equity policy that has been written and adopted inclusive of gender, race, color, national origin, and disability.
2. Please provide enrollment data for your school's total student population including gender and race breakouts.
3. Please provide enrollment data for your school's career and technical education classes including gender and race breakouts.

Section D: COUNSELING AND PREVOCATIONAL PROGRAMS

1. Please provide a sample of at least two recruitment/promotional publications displayed in the counseling department.
2. Please provide a sample of at least one recruitment/promotional publication designed for limited English proficient students (where appropriate).
3. Please provide a copy of the written guidance plan, policy, and procedure.
4. Please provide a copy of the written assessment plan with a list of tests administered.
5. Please provide a copy of the written procedures for evaluation and placement of students with disabilities.

Section E: SERVICES FOR STUDENTS WITH DISABILITIES

1. Please provide a copy of the written policies and procedures ensuring access for students with disabilities to programs, services, and activities.
2. Please provide a description of aids and services available for students with disabilities.
3. Please provide a list of materials/resources for vision or hearing impaired students.
4. Please provide a copy of a Section 504 plan, sample placement records, and other appropriate documentation for students placed in career and technical education programs.

Section F: WORK STUDY, COOPERATIVE CAREER AND TECHNICAL EDUCATION, JOB PLACEMENT, AND APPRENTICESHIP TRAINING

1. Please provide a copy of the district's work study agreement and/or any other documentation that provides an agreement between students and employers in relation to school programs.
2. Please provide data concerning enrollment in cooperative education and work study programs.

Section G: EMPLOYMENT OF FACULTY AND STAFF

1. Please provide a copy of the district's recruitment policies and procedures.
2. Please provide a copy of the school district's employment announcement that contains the appropriate statement of nondiscrimination.
3. Please provide a copy of an employment application form.

4. Please provide information concerning screening committee procedures and rating system for applicants.
5. Please provide a copy of the district's hiring policies and procedures.
6. Please provide information about the salary scale system for faculty, staff, and administration.
7. Please provide data that shows gender and ethnic diversity of faculty and staff in relation to the school's student population.